National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812

Reply to Attn of: QS40   November 9, 2001

TO: Distribution

FROM: QS40/Rondal C. Mize

SUBJECT: Minutes of the VPP Steering Council Meeting

The VPP Steering Council held its eleventh meeting on Friday, November 9, 2001. The meeting, which began at 10:00 a.m., was held in Building 4202, conference room 326A. The roster of attendees for the meeting is attached as Enclosure 1. The agenda for the meeting is attached as Enclosure 2.

OPENING REMARKS (A. ROTH/DE01)

There were no opening comments.

VPP IMPLEMENTATION TEAM STATUS (P. ROBBIN/CSC-MSAT)

The VPP Milestone Schedule was presented to the group and discussed. The schedule has been updated to reflect the latest status for all events. A copy of the schedule is attached to the minutes as Enclosure 3.

In addition, the status of the SHE Program Checklist and the MSFC Office and Non-Hazardous Area SHE Checklist was presented. Of the 383 supervisors required to report only 231 have done so. That represents 60.3% complete. From the reports, more than 18 "No's" constitutes a systemic issue. As more supervisors complete the surveys, the number of systemic issues will increase. Currently, the activity is behind schedule. As many of the shortfalls as possible need to be fixed before the actual on-site assessments begin in December. The presentation chart and systemic issues from both surveys is included as Enclosure 4.

S&MA/CENTER OPNS SELF-ASSESSMENT CHECKLIST STATUS (D. DAVIS/QS30)

The status of the SHE Program Checklist was presented and discussed with the council. Nine organizations are 100% complete with their surveys. The other areas are in work

SUPERVISORS SELF-ASSESSMENT CHECKLIST STATUS

The Organizational Representatives gave a verbal status of their area's completion of the checklists. The results are as follows:

AD (Miller)	67/87 completed for 77%. The organization knows where their problems are and are working to resolve them.
CD (Cloud)	14/14 completed for 100%
ED (Parker)	80/83 completed for 96%
FD (Castleman)	33/59 completed for 57% The civil service supervisors have completed theirs, the contractors are still working theirs.
LS (Robinson)	1/1 completed for 100%
MP (Garner)	7/7 completed for 100%
OS (Swinford)	0/2 completed. No report
PS (Williams)	7/7 completed for 100%
QS (French)	17/17 completed for 100%
RS (Huegele)	7/7 completed for 100%
SD (Fleming)	13/31 completed for 42%. It is not clear if the NSSTC facility should be included in the count. After discussion, it was decided not to include them in this survey.
TD (Duarte)	29/35 completed for 83%
VS (Naderi)	3/3 completed for 100%

OPEN ACTION LOG (COUNCIL)

The open actions assigned within the council were reviewed. One action, VPP-0012, is open with a due date in January 2002. No new actions were added to the open items list. A copy of the closure response is included as Enclosure 5.

OTHER

No other items for record were discussed.

NEXT VPP COUNCIL MEETING

The next meeting of the VPP Steering Council meeting has been scheduled to be held Friday, December 7. The meeting will be held in building 4202, conference room 326A and is scheduled for 8:30 –10:30 a.m. A copy of the agenda and a reminder of the meeting will be sent to the council members prior to that date.

Original Signed By:

Rondal C. Mize
Secretary
VPP Implementation Team

Enclosures

Distribution:
Team Members
Meeting Attendees

cc:
DA01/A. G. Stephenson
DD01/James W. Kennedy
QS01/Amanda Goodson

VPP STEERING COUNCIL MEETING

FRIDAY, November 9, 2001

BLDG. 4202/326A, 10:00 – 11:30 A.M.

MEETING ATTENDANCE:

Center Operations Directorate

__X___	Jim Carter	AD01	544-6630
__X__	Cathy Miller	AD21	544-5187
_____	Linda Carptenter	AD40	544-8236

Customer & Employee Relations Directorate

__X____	Susan Cloud	CD01	544-5377
__X_	Pat Schultz	CD20	544-7559
_____	Judy Werner	CD01	544-1776

Director's Office

__X___	Axel Roth	DE01	544-0451

Engineering Directorate

__X___	Nelson Parker	ED01	544-1001

Flight Projects Directorate

__X__	Keith Cornett	FD24	544-4321
__X___	Murray Castleman	FD11	544-0168
__X___	David Hood	FD03	544-0681
__X___	Walter Schneider	FD31	544-0557
___	Jackie Steadman	FD10	544-1940

Office of Chief Counsel

__X___	Audrey D. Robinson	LS01	544-0026

Space Shuttle Projects Office

__X___	Jody Singer	MP01	544-0612
__X__	Darlene Garner	MP71	544-0123

Equal Opportunity Office

_____Billie Swinford	OS01	544-0087

Procurement Office

_____Byron Butler	PS01	544-0253
__X__Jerry Williams	PS10	544-0295
_____Joseph D . Hobson	PS01	544-0375

Safety and Mission Assurance Office

__X___Dennis Davis	QS10	544-8628
_____Jim Ellis	QS01	544-0721
__X__Kristie French	QS30	544-7474
__X__ Judy Milburn	QS30	544-4802
__X__Ron Mize	QS01	544-2485
__X___David Spacek	QS20	544-2686

Office of Chief Financial Officer

___ Frank Mayhall	RS01	544-7266
__X__Sharal Huegele	RS30	544-7286

Science Directorate

__X___Tom Fleming	SD01	544-3962
_____Tom Dollman	SD40	544-6568

Space Transportation Directorate

__X___Alberto Duarte	TD01	544-2944

Second Generation RLV Program Office

__X___Charlie Chesser	UP01	544-0107

Systems Management Office

_____Joe Hamaker	VS10	544-0602
__X___Mahmoud Naderi	VS20	544-0585
___ Mike Vanhook	VS20	544-0598

MESA

_____ Wes Darbro   SD22   544-742

AFGE

_____ Alice Sams   PS50   544-0374

Contractors

__X___ Dave Burks   Cortez III   544-1985
_____ Teresa Durette   HEI   544-4416
__X___ Donnie George   USA-ES&H   971-3102
_____ Rhonda Mann   USA-ES&H   971-3128
__X___ Phil Robbins   CSC/MSAT   544-6098

VPP STEERING COUNCIL MEETING
FRIDAY, NOVEMBER 9, 2001
BUILDING 4202, CONFERENCE ROOM 326A, 10:00 A.M.

MEETING AGENDA

1)   **OPENING REMARKS (A. ROTH/DE01)**

2)   **VPP IMPLEMENTATION TEAM STATUS
(K. CORNETT/FD24/P. ROBBINS/CSC)**

3)   **S&MA/CENTER OPNS SELF-ASSESSMENT CHECKLIST STATUS
(D. DAVIS/QS30/D. THAXTON/AD02)**

4)   **SUPERVISORS SELF-ASSESSMENT CHECKLIST STATUS
(ORGANIZATIONAL REPRESENTATIVES)**

5)   **OPEN ACTION LOG (COUNCIL)**

6)   **NEXT MEETING:**

> **DATE: TBA**
> **TIME: TBA**
> **BUILDING: TBA; CONFERENCE ROOM: TBA**

Activity Name	Start Date	Finish Date	2001 / 2002 Timeline (Apr–Oct)
Launches .	11/29/01	1/17/02	11/29/01 1/17/02 2/28/02 4/18/02
Central She..	10/1/01	11/5/01	10/1/01 11/5/01 12/3/01 1/7/02 2/4/02 3/4/02 4/1/02 5/6/02 6/3/02 7/1/02 8/5/02 9/3/02
Safety Day	10/17/01		10/17/01

VPP MILESTONES

Activity Name	Start Date	Finish Date	Timeline
ID VPP Imp. Team			
Staff Teams	4/18/01	6/16/01	18/01 — 6/16/01
Implementation Plan	5/6/01	6/19/01	5/6/01 — 6/19/01
Clarify SHE Records	4/18/01	5/31/01	8/01 — 5/31/01

Self- Assessment

Activity Name	Start Date	Finish Date	Timeline
Distribute Checklists(Gen/Ofc)	9/24/01		9/24/01
Distribute Checklists(Specific)	9/24/01	10/16/01	9/24/01 — 10/16/01
Perform Self Assessment	9/23/01	10/31/01	9/23/01 — 10/31/01
ID Systemic Issues(Gen/Ofc)	10/29/01	11/9/01	10/29/01 11/9/01
Report results to Steering Council(Gen/Ofc)	11/9/01		11/9/01
ID Systemic Issues(Specific)	12/1/01	12/10/01	12/1/01 12/10/01
Report results to Steering Council(Specific)	12/10/01		12/10/01
Implement Corrective Action Plan	11/11/01	1/16/02	11/11/01 — 1/16/02

Mock-Audit(s)

Activity Name	Start Date	Finish Date	Timeline
Org. Readiness for Mock-audit(s)	1/14/02		1/14/02
Perform Audit	1/15/02	1/29/02	1/15/02 1/29/02
Develop Corrective Action Plan	1/30/02	2/13/02	1/30/02 2/13/02
Perform Corrective Actions(Final)	2/14/02	3/14/02	2/14/02 3/14/02
Org. Readiness for OSHA On-site Review		3/13/02	3/13/02
SHE Readiness Review		4/1/02	4/1/02
Submit VPP Application		4/2/02	4/2/02

Activity Name	Start Date	Finish Date	Timeline
OSHA Onsite Review	6/24/02	7/12/02	6/24/02 7/12/02
VPP STAR Certification	9/30/02		9/30/02

September 6, 2001

SHE Program and Office Non-Hazardous Area She Checklist

- 231 of 383 Supervisors Reporting 60.3%

- Assumptions
  - ❐ > 18 No's constitutes a systemic issue

  - ❐ There will be more systemic issues as more supervisors complete surveys

  - ❐ You Steering Committee members are going back to your organizations and insist that your supervisors complete the checklist immediately. This activity is behind schedule and we want to have fixed as many of the shortfalls as possible before actual on-site assessments begin in December.

SHE Program Checklist

Q#	Question	# No
31	Do you have Material Safety Data Sheets (MSDS) (e.g. For copy machine toner, etc.) and know where to find them [MPG 1840.2 section 3.3]	65
30	Have housekeeping rules been established and posted in your areas of responsibility? [MPG 8715.1 app G "Minimum Housekeeping Rules"]	61
37	Have you performed a PPE self-assessment for your personnel? [MWI 8715.4 section 6.1]	56
40	Have you discussed the center safety and health policy and goals found in MPG 8715.1 App E with your employees?	49
12	Do you know who your MSAT organization representative is?	48
14	Have you assessed each operation and identified the risk (Facility Risk Indicator [FRI] 1, 2, 3, or 4) , associated with it? [MWI 8715.15 Section 6.1]	46
11	Do you promote MSAT (Marshall Safety and Health Team) membership?	42
19	Are SHE inspection finding reports or equivalent hazard notices posted near the hazards in your areas? [MPG 8715.1 section 3.2.3.1.f.]	41
8	Have you reviewed your organization's FY2001 PEP Summary Survey results? (Due to sensitivity, contractor results are not provided on this link.)	40
7	Does your organization have adequate resources (eg. funds, manpower, etc.) to correct hazardous conditions? [MPG 8715.1 section 3.1.7]	39
38	Have you completed your Training Needs Assessment? [MWI 3410.1 Table 1]	39
24	Do you know that there are SHE Representatives for your area?	31
39	Have you taken action to ensure your employees have taken or are scheduled for their required SHE training? [MPG 8715.1 App. A]	29
15	Have you performed the appropriate level of safety assessment as required by MWI 8715.15 Table 1? (Job Hazard Analysis [JHA], Test Readiness Review [TRR], Operational Readiness Inspection [ORI]).	20
22	Are your employees familiar with and know how to submit a SCRS? [MWI 8715.13 section 6.1]	19

MSFC Office and Non-Hazardous Area SHE Checklist

Q#	Question	#NO
25	If an employee is not present during the drill, is the drill procedure reviewed with that employee?	84
12	Have you informed all of your employees on the proper procedures to use when reporting musculoskeletal disorders (MSDs) and their signs and symptoms?	72
11	Have you provided for all of your employees the basic information about the risk factors, jobs, and work activities associated with common musculoskeletal disorders (MSDs) hazards?	46
48	Are Material Safety Data Sheets (MSDS's) available for chemicals used in the office, i.e. toner? MSFC Chemical Inventory (MSDSs)Lanier	46
49	Are employees familiar with the MSDSs? [MPG 1840.2]	46
14	Have MSD hazards been addressed in each employee's Job Hazard Analysis (JHA)?	40
33	Do all telephones have emergency stickers attached (e.g., MSFC Label 596 "Emergency Telephone Numbers")?	32
61	Are computer rooms and areas that generate a large amount of paper provided with metal cans that have self-extinguishing covers? [MPG 8715.1 Appendix G]	30
62	Do your employees clean up areas at the end of each workday? [MPG 8715.1 Appendix G]	28
29	Are employees who are expected to use a fire extinguisher properly trained (annually)? [29 CFR 157(g) and MWI 8715.11 section 10]	27
13	After an employee has reported a MSD symptom, have you reported this using NASA Form 1627?	13

LAST UPDATE: 11-09-01

<p align="center">**VPP STEERING COUNCIL**
OPEN ACTIONS LOG</p>

VPP-0012   (O)   Review the different, possible scenarios for performing a mentor
07-12-01   assessment at MSFC and make a recommendation as to the time
and cost required to do the mentor assessment.
(J. Carter/AD01, J. Ellis/QS01, Due: 01-15-02)